

BOARD OF SELECTMEN

April 24, 2012

Minutes

The Board of Selectmen met on Tuesday, April 24, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, Peter Scavongelli, John Gorecki, and John D. Williams. Town Administrator Timothy D. Goddard was also present. Selectman Timothy Hult was not present.

Mr. Stevenson said he and the Board would like to offer condolences to JoAnn Driscoll and her family on the recent passing of JoAnn's husband, David Driscoll. JoAnn is a member of the Personnel Board.

Mr. Stevenson spoke about the League of Women Voters recent meeting with the Candidates who are running for election on May 8th.

Town Administrator Report

1. Dan Cook from the Energy Task Force was present to talk about the Carlisle School PV Installation RFP process and the awarded contractor. Dan said there was a large response to the RFP but only four bids were submitted. He said the Energy Task Force recommends entering into a contract with Ostrow Electric Company of Worcester, Massachusetts. Dan said the PV Installation Project will begin in November 2012. On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was **VOTED** that upon the recommendation of the Energy Task Force, the Town will enter into a contract with Ostrow Electric Company of Worcester, MA in the amount of \$56,000.00 including the base bid of \$55,500.00 and add Alternate #2 in the amount of \$500.00.

2. Mr. Goddard presented Change Order #013 with H.V Collins Co., Inc. the general contractor for the Carlisle School Building project. He said this Change Order, in the amount of \$36,669.00, was previously reviewed and recommended to the Board for approval by the School Building Committee.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was **VOTED** that the Board of Selectmen, upon the recommendation of the School Building Committee, approve the amendment to the contract with H.V. Collins Co., Inc. in the amount of \$36,669.00 as specified in the attached Change Order #013 as prepared by HMFH Architects.

3. Mr. Goddard said a proclamation has been prepared for the Board to sign honoring Richard Metivier for his service of more than 50 years to the Town of Carlisle in several different capacities. (Proclamation attached hereto) Mr. Gorecki read the Proclamation aloud before the Board signed same.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was **VOTED** to sign the Proclamation presented for Richard Metivier.

Mr. Goddard said the Board has received a request from Matt Jancek to hold his wedding ceremony at the Center Park in Carlisle on Saturday, April 28th at 11:00 a.m. Sabrina Perry has indicated that she supports this request. Town Clerk Charlene Hinton, who was present, added that she was informed that there would be approximately twenty people present at the wedding.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was **VOTED** to allow Mr. Jancek and his fiancé to marry at the Carlisle Center Park on Saturday, April 28th at 11:00 a.m. with the condition that they coordinate with the Carlisle Police Department and that no alcoholic beverages are consumed on Town property.

Mr. Goddard said the Recreation Commission has requested that the Board award the Field Maintenance Contract to D.L.M Management.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was **VOTED** that upon the recommendation of the Recreation Commission, the Board of Selectmen awards a contract for Field Maintenance in the amount of \$29,100.00 to D.L.M. Management of Carlisle, Massachusetts.

Mr. Goddard said Financial Director Larry Barton and Town Accountant Priscilla Dumka have requested that the Board *increase the spending limit* of the Ch.44, §53E½ revolving funds for both the Building Inspector fees and the Council on Aging fees. He explained that upon the Finance Director's recommendation, the Finance Committee, at their meeting last night, voted to increase the Building Inspector fees from \$75,000 to \$85,000 and to increase the Council on Aging fees from \$10,000.00 to \$12,500.00.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was **VOTED** to increase the spending limits for the following Ch. 44, §53E½ revolving funds: 1.) Building Inspector fees increase from \$75,000 to \$85,000; and, 2.) Council on Aging fees increase from \$10,000 to \$12,500.

The Board briefly discussed their upcoming meeting schedule as their next meeting would occur on May 8th which is Election Day. The Board decided that their next meeting will be on May 22, 2012.

Review of Annual Town Meeting Motions (attached hereto)

Town Moderator Wayne Davis and Town Clerk Charlene Hinton were present for this discussion.

Mr. Stevenson said this would be the Board's last time to go through the Motions and make sure everything is ready in a 'Motion' perspective. He said the Board will also take positions on the Articles and assign the Motions to each member. The current version of the Motions (4/23/2012) was reviewed.

The Board discussed Article 1, which was the Consent Agenda. This article takes in Articles 2 through 10.

Article 1 requires a majority vote. Wayne said this article is a procedural motion. *He said Articles 8, 9 and 10 require a 2/3 vote and the remaining articles require a majority vote separately.*

Mr. Stevenson said Article 2 is for adopting the Town Reports.

Article 3 is for the salaries of our elected officials.

Article 4 is for the appropriation of \$5000.00 for the Board of Assessors to be spent on professional services in connection with the revaluation of real estate and personal property in the Town.

Article 5 is for the appropriation of \$4,000 for the Actuarial Valuation of Post-Employment Benefits.

Article 6 includes a chart for Department Revolving Funds Authorization. In response to Mr. Stevenson, Mr. Goddard said the only change in the chart this year was the line for the Wetlands fund for the Conservation Commission.

Article 7 is the Real Estate Tax Exemption. Mr. Goddard will inform the Board of the maximum number that is referred to in this article.

Article 8 is the Fiscal Year 2013 Stabilization Account Transfer. Mr. Stevenson said this article refers to the debt associated with the Wang-Coombs property in the amount of \$14,945.

Article 9 is the Fiscal Year 2013 Free Cash Transfer to the Stabilization Fund in the amount of \$75,000.

Article 10 is the FY2013 Chapter 90 Authorization. Mr. Williams asked which roads the DPW will be repaving. Mr. Goddard will have that information at Town Meeting.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was **VOTED** to support Articles 1 through 10 on the Warrant for the Annual Town Meeting of April 30, 2012.

Article 11 is the Concord-Carlisle Regional School District Technology Stabilization Fund Transfer.

Article 12 is for the Fiscal 2012 Budget Transfers. Mr. Stevenson noted that there were four transfers totaling \$85,408.00.

Article 13 is for the Operating Budget. Mr. Stevenson said the total amount for this article is \$23,566,323.00.

Article 14 is for the Capital Equipment items in the amount of \$250,000.00

Article 15 is for the Capital Expenditure of \$95,000.00 for the DPW Dump Truck. The money for the dump truck is coming out of Free Cash.

Article 16 is for the Capital Expenditure of \$53,000.00 for the Fire Department Pick-up Truck. This expenditure is also coming out of Free Cash.

On a motion made by Mr. Scavongelli and seconded by Mr. Williams, it was **VOTED** to support Articles 11 to 16 on the Warrant for the Annual Town Meeting of April 30, 2012.

Article 17 is a General By-law amendment/a Procurement By-law amendment which requires a majority vote. Mr. Stevenson said we are inserting the words that are bolded...‘any Town officer or board authorized by the General Laws or the General Bylaws of the Town to enter into contracts for the procurement of goods or services is hereby authorized, pursuant to General Laws Ch. 30B, Sec. 12, to enter into such contracts for terms not to exceed five years, unless a longer term is specifically authorized by a vote of Town Meeting’.

Article 18 is an amendment to a By-law regarding Camp Fees (Section 3.24.4). Mr. Stevenson said this amendment would allow the Board of Health to establish fees for recreational camp licenses and other facilities in accordance with G.L. Chapter 40, Section 22F.

Article 19 Professional Services – Council on Aging. Mr. Stevenson said the Council on Aging is requesting additional funds for professional services.

On a motion made by Mr. Scavongelli and seconded by Mr. Williams, it was **VOTED** to support Article 17, 18 and 19 to appear on the Warrant for the Annual Town Meeting of April 30, 2012.

Article 20 is an appropriation of \$2,000.00 for the Board of Health to use as seed money for disease prevention.

On a motion made by Mr. Scavongelli and seconded by Mr. Williams it was **VOTED** to support Article 20 on the Warrant for the Annual Town Meeting of April 30, 2012.

Article 21 is for the Community Septic Management Program. Mr. Stevenson said this article allows the transfer of \$66,000.00 from Free Cash to repay the loan from MWPAT Trust in connection with loans to homeowners for replacement and/or upgrades of septic systems and other water-pollution abatement work. Mr. Stevenson said when the loans are paid back from the homeowners; the money will go into the General Fund. He added that the Finance Director recommends this process to clean-up the current Community Septic Program.

On a motion made by Mr. Scavongelli and seconded by Mr. Williams, it was **VOTED** to support Article 21 on the Warrant for the Annual Town Meeting of April 30, 2012.

Article 22 is the re-authorization of Community Septic Management Program. Mr. Gorecki suggested waiting until Mr. Hult was present before the Board made a final decision on this article. Mr. Stevenson said the Finance Director does not support this article. Mr. Williams said the Finance Committee met last night and they re-affirmed their opposition to this article. Mr. Scavongelli said he agreed with the Treasurer and FinCom. The Board decided to wait until their meeting prior to Town Meeting to make a final decision on whether they would support Article 22.

Article 23 is the CPA Annual Authorization Article. Mr. Stevenson said *Motion 1* is for the transfer of the Fiscal Year 2013 funds into the various accounts.

Motion 2 is regarding the ‘claw-backs’, that is returning un-used money on completed projects to the CPA.

Motion 3 is for the request for the restoration and preservation of the First Religious Society church steeple in the amount of \$47,000.

Motion 4 is for Elliott Preserve Lot Conservation Restriction in the amount of \$150,000.00.

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was **VOTED** to support Article 23 on the Warrant for the Annual Town Meeting of April 30, 2012.

Article 24 is the Elliott Preserve - Acquisition of Conservation Restriction. Mr. Stevenson said the Finance Committee supports this Article.

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was **VOTED** to support Article 24 on the Warrant for the Annual Town Meeting of April 30, 2012.

Charlene noted that Wayne Davis would recuse himself as Moderator during Article 23, Motion 4 and Article 24 as he is a member of the Carlisle Conservation Foundation. Former Selectman Michael Fitzgerald is prepared to conduct the Town Meeting during this brief period.

In regard to the general process of the Town Meeting, Wayne said he is aware of a few power-point presentations that will be given.

The Board proceeded to assign articles to each member. The Articles will be moved as follows:

Articles 1 through 10 - Mr. Williams. If further discussion is needed on these Articles they will be explained by the following: Articles 4, 5 and 6 - Mr. Gorecki; Article 7 - Mr. Williams; Article 8 - Mr. Stevenson; Article 9 - Mr. Scavongelli; and Article 10 – Mr. Gorecki.

Article 11 - Louis Salemy

Article 12 –Mr. Gorecki

Article 13 –Jerry Lerman

Article 14 –Don Rober (LTCR)

Article 15 –Mr. Scavongelli (Capital Expenditure *Dump Truck*)

Article 16 - Mr. Scavongelli (Capital Expenditure *Pick-up Truck*)

Article 17 –Mr. Hult

Article 18 – Board of Health

Article 19 – Elizabeth Bishop, Council on Aging

Article 20 – Board of Health

Article 21 – Mr. Hult

Article 22 – Board of Health

Article 23 – Luke Ascolillo

Article 24 – Mr. Williams

Cemetery Deeds

The Board of Selectmen, in their position as Cemetery Commissioners, made the following deed transfers.

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was unanimously **VOTED** to transfer to Philip and Aline Guecia of Carlisle, Massachusetts the following: Deed No. 655 for Cemetery Lot C 41 Grave 1, in the Town of Carlisle, Green Cemetery.

On a motion made by Mr. Scavongelli and seconded by Mr. Williams, it was unanimously **VOTED** to transfer to Stephen and Diane Melanson of Carlisle, Massachusetts the following: Deed No. 656 for Cemetery Lot D24 Grave 1, 2, and 3 in the Town of Carlisle, Green Cemetery.

New Business

Board of Selectmen

April 24, 2012

4

Approved: 5/22/12

Mr. Scavongelli prepared a spreadsheet regarding planning for the future expenditures of town vehicles. He said it was similar to one that is used in the Town of Andover. Mr. Scavongelli said it is an inventory of Town Vehicles. He explained how the spreadsheet works and how it can prepare the Town to manage the replacement of these vehicles as they begin to wear-out over time. Mr. Stevenson said one of the Boards goals was to develop a tighter capital plan and this spreadsheet is a great example of one of the tools to use to do so. He suggested forwarding a copy of the spreadsheet to the Finance Committee and the Long term capital requirements committee to discuss implementing some of these ideas into the long term goals.

Liaison Reports

Mr. Gorecki reported that at the Financial Management Team meeting this morning the Town Accountant provided the quarterly Local Receipts. He noted that the figures reflected that we are ahead by \$60,000.00 from last year.

Mr. Williams said the Banta Davis Task Force will hold their last meeting on May 9th.

Mr. Williams said the Affordable Housing Trust will hold an educational session on Saturday, June 2nd, from 9:00 a.m. to 12:00 p.m. He said there will discussions on Affordable Housing and 40B's, and options that are available. Mr. Williams said there will be one or two guest speakers.

Minutes

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of April 10, 2012 with noted amendments.

The meeting adjourned at 9:20 p.m.

Respectfully submitted by Margaret Arena